



OVERSIGHT AND  
COMPLIANCE

**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

June 13, 2016

Library of Congress  
Anglo-American Acquisitions Division  
Government Documents Section  
Federal Advisory Committee Desk  
101 Independence Avenue, S.E.  
Washington, DC 20540

Dear Sir or Madam,

Enclosed is a copy of the charter that renews the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

Copies of this charter are also being filed with the Armed Services Committee of the U.S. Senate and the U.S. House of Representatives, and the Appropriations Committee for the U.S. Senate and the U.S. House of Representatives.

Sincerely,

A handwritten signature in black ink, which appears to read "James D. Freeman II", is written over a horizontal line.

James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

1 Enclosure  
As stated



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COMPLIANCE

**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

June 13, 2016

The Honorable Thad Cochran  
Chairman  
Committee on Appropriations  
United States Senate  
Room S-128 Capitol  
Washington, DC 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

June 13, 2016

The Honorable John McCain  
Chairman  
Committee on Armed Services  
United States Senate  
Room SR-228 Russell Senate Office Building  
Washington, DC 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

June 13, 2016

The Honorable Harold Rogers  
Chairman  
Committee on Appropriations  
U.S. House of Representatives  
Room H307 Capitol  
Washington, DC 20515

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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**OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER**  
**9010 DEFENSE PENTAGON**  
**WASHINGTON, DC 20301-9010**

June 13, 2016

The Honorable Mac Thornberry  
Chairman  
Committee on Armed Services  
U.S. House of Representatives  
Room 2216 Rayburn House Office Building  
Washington, DC 20510

Dear Mr. Chairman,

Enclosed is a copy of the charter that renews the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which is being filed with your office in accordance with the Federal Advisory Committee Act of 1972, as amended (5 U.S.C. Appendix).

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Advisory Committee Management  
Officer for the Department of Defense

1 Enclosure  
As stated



Charter  
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

1. Committee's Official Designation: The committee will be known as the Board of Visitors for the Western Hemisphere Institute for Security Cooperation ("the Board").
2. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 2166(e)(1) and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established this statutory Board.
3. Objectives and Scope of Activities: The Board will provide the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Army, with independent advice and recommendations on matters pertaining to the operations and management of the Western Hemisphere Institute for Security Cooperation ("the Institute"), as set out in paragraph four below.
4. Description of Duties: The Board shall:
  - a. Inquire into the curriculum, instruction, physical equipment, fiscal affairs, and academic methods of the Institute; other matters relating to the Institute that the Board decides to consider; and any other matter that the Secretary of Defense determines appropriate (10 U.S.C. § 2166(e)(4)(A);
  - b. Review the curriculum to determine whether it complies with applicable U.S. laws and regulations, is consistent with U.S. policy goals toward Latin America and the Caribbean, and adheres to current U.S. doctrine (10 U.S.C. §§ 2166(e)(4)(B)(i)-(iii); and
  - c. Determine whether the instruction under the curriculum of the Institute appropriately emphasizes human rights, the rule of law, due process, civilian control of the military, and the role of the military in a democratic society (10 U.S.C. §§ 2166(d)(1) and (e)(4)(B)(iv)).

The Board will, not later than 60 days after its annual meeting, submit to the Secretary of Defense a written report of its activities, views, and recommendations pertaining to the Institute (10 U.S.C. § 2166(e)(5)).
5. Agency or Official to Whom the Committee Reports: The Board will report to the Secretary of Defense and the Deputy Secretary of Defense through the Secretary of the Army. The Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army may act upon the Board's advice and recommendations.
6. Support: The Department of Defense (DoD), through the Secretary of the Army, will provide the necessary support for the Board and will ensure compliance with requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.

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Board of Visitors for the Western Hemisphere Institute for Security Cooperation

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$115,000. The estimated annual personnel cost to the DoD is .8 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, will be a full-time or permanent part-time DoD employee, designated in accordance with established DoD policies and procedures.

The Board's DFO is required to be in attendance at all Board and subcommittee meetings for the duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly designated to the Board according to DoD policies and procedures, will attend the entire duration of all of the Board or subcommittee meetings.

The DFO, or the Alternate DFO, will call all of the Board and its subcommittee meetings; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board will meet at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is at least one per year pursuant to 10 U.S.C. § 2166(e)(3).
10. Duration: The need for this Board is on a continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board will terminate upon rescission of 10 U.S.C. § 2166(e).
12. Membership and Designation: The Board will be composed of 14 members, 6 of whom are designated by the Secretary of Defense including, to the extent practicable, persons from academia, religious institutions, and human rights communities. The Secretary of Defense will also affirm the appointments, designated in statute, of the senior military officer responsible for training and doctrine in the U.S. Army (or designee) and the Commanders of the Combatant Commands with geographic responsibility for the Western Hemisphere (U.S. Northern Command and U.S. Southern Command) (or the designees of those officers). The Board will also be composed of:
  - a. Two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them);
  - b. Two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them); and
  - c. One person designated by the Secretary of State. (10 U.S.C. § 2166(e)(1))

The appointment and affirmation of Board members will be authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Secretary

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Board of Visitors for the Western Hemisphere Institute for Security Cooperation

of the Army, as the Sponsor, for a term of service of one-to-four years, with annual renewals, in accordance with DoD policies and procedures. A vacancy in a position shall be filled in the same manner as the position was originally filled (10 U.S.C. § 2166(e)(2)). Members of the Board who are not full-time or permanent part-time Federal officers or employees will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as RGE members. No member, unless authorized by the Secretary of Defense or Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Board's Chair and Vice Chair from among the membership previously appointed according to DoD policies and procedures and in doing so, will determine the term of service for each, which will not exceed the member's approved term of service.

Each Board member is appointed to provide advice on the basis of their best judgment on behalf of the Government without representing any particular point of view and in a manner that is free from conflict of interest.

Except for reimbursement of official Board-related travel and per diem, Board members serve without compensation.

The Secretary of the Army, pursuant to DoD policies and procedures, may appoint, as deemed necessary, non-voting consultants as subject matter experts (SMEs) to provide special expertise to the Board. These SMEs, if not full-time or part-time Federal officers or employees, shall be appointed pursuant to 5 U.S.C. § 3109, to serve as SGEs, shall be appointed on an intermittent basis to work specific Board-related efforts, shall have no voting rights whatsoever on the Board or any of its subcommittees, shall not participate in the Board's deliberations, and shall not count toward the Board's total membership. All SMEs shall serve terms of appointments as determined by the Secretary of the Army, and those appointments shall be renewed, as appropriate.

13. Subcommittees: The DoD, as necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Board's Sponsor.

Such subcommittees will not work independently of the Board and will report all their recommendations and advice solely to the Board for full deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, directly to the DoD or any Federal officers or employees. If a majority of Board members are appointed to a particular



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Board of Visitors for the Western Hemisphere Institute for Security Cooperation

subcommittee, then that subcommittee may be required to operate pursuant to the same notice and openness requirements of FACA which govern the Board's operations.

Pursuant to Secretary of Defense policy, the Secretary of the Army is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Board or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Army.

Subcommittee members, with the approval of the Secretary of Defense, will be appointed for a term of service of one-to-four years, subject to annual renewals. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as RGE members. No subcommittee member, unless authorized by the Secretary of Defense or Deputy Secretary of Defense, may serve more than two consecutive terms of service on a subcommittee.

Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Chair of any appropriately approved subcommittee from among the membership previously appointed according to DoD policies and procedures and in doing so, will determine the term of service for each, which will not exceed the member's approved term of service.

Each subcommittee member is appointed to provide advice on the basis of his or her best judgment on behalf of the Government without representing any particular point of view and in a manner that is free from conflict of interest.

The Board has two permanent subcommittees, whose members will be composed of individuals with professional experience in academia, religious institutions, and human rights communities. Each subcommittee will be composed of no more than eight members.

- a. Subcommittee on Education: Provides independent advice and recommendations for the Board's consideration on the Institute's curriculum and the current challenges faced by our international partners' government, military, and law enforcement agencies, to determine if new topics should be considered for inclusion; and also makes recommendations on adjustments to the curriculum or courses that are no longer applicable.
- b. Subcommittee on Outreach: Provides independent advice and recommendations for the Board's consideration on developing an outreach plan of action to strengthen support for the Institute among influential officials from our international partners to increase student and instructor attendance and encourage burden sharing; strengthen support for the Institute from key U.S. military, civilian, governmental and interagency personnel to

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Board of Visitors for the Western Hemisphere Institute for Security Cooperation

sustain funding levels and expand the Institute's role; and develop an outreach plan to identify new partner nations that may be interested in sending students, instructors, guest lectures, or liaison officers to the Institute.

Except for reimbursement of official subcommittee-related travel and per diem, subcommittee members serve without compensation.

All subcommittees operate under the provisions of the FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees will be managed in accordance with General Record Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule, and the appropriate DoD policies and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).

15. Filing Date: June 13, 2016